



Job Information for

RECREATION LEADER

Temporary/Part Time Position/At-Will Employment

Hourly Rate: (A) \$10.20 (B) \$10.71 (C) \$11.25 (D) 11.81 (E) 12.40

Filing Deadline: APPLY IMMEDIATELY – OPEN UNTIL FILLED

Applications MUST be submitted online at www.CalOpps.org

The Position:

Recreation Leader is an entry level position, however previous experience working with youth is highly desirable. Under general supervision, the Recreation Leader will assist in the coordination and delivery of a wide variety of recreational activities in an assigned program. Incumbents will provide individual and group instruction regarding recreational activities; and assist in ensuring compliance of established rules and procedures.

Qualifications:

- **Knowledge of:** Basic record keeping practices; operation of standard office equipment; rules governing major sports; general knowledge of arts and crafts and other recreation activities; safe and efficient work practices as they relate to recreational program related activities.
- **Ability to:** Coordinate and organize group activities; understand and follow oral and written instructions; command respect and maintain discipline; enforce rules and procedures; instruct others; deal tactfully with people; establish and maintain cooperative working relationships with those contacted in the course of work.
- **Education and Experience:** An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. A typical way to obtain the knowledge and abilities would be:

Education:

Must be 16 years of age or older and currently attending high school; or have possession of a high school diploma or general equivalency diploma (GED).

Experience:

None. This is an entry level position.

- **Licenses:**
- Work permit is required if under the age of 18 years.
- At the option of the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of assignment. These additional requirements may include, but are not limited to:
 - Valid California Class C Driver's License and maintenance of a satisfactory driving

- record
- First Aid Certification
- Cardio Pulmonary Resuscitation (CPR) Certification
- AED Certification

Examples of Duties:

Duties may include, but are not limited to the following:

- Assist in coordinating, organizing, and leading a wide variety of recreational activities including games, sports and youth empowerment activities, arts and crafts, special events and children programs.
- Provide instruction to program participants, individually or by group.
- Supervise and implement safe practices as it relates to participants, programs and facilities.
- Work effectively within a team environment and those involved within a scope of work.
- Provide information regarding City-wide recreational activities and programs to the public;
- Operate standard office equipment such as photocopy machine, telephone, and computer.
- Maintain order and enforce establishes rules and regulations including implementing disciplinary procedures as needed.
- Distribute brochures, flyers, recreation guide and other informational materials related to recreational activities. Perform related duties as assigned.

APPLICATION/SELECTION PROCEDURES

Applications will only be accepted online at www.CalOpps.org . Please click on the “Member Agency” button at the top of the page and select the City of San Pablo link. For general questions, call the Personnel Department at (510) 215-3000. Applications must be submitted to CalOpps by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

Background Investigation and Pre-employment Medical Examination: The successful candidate will undergo a complete background investigation and fingerprinting. The successful candidate having been offered employment is required to pass a City-paid pre-employment medical examination which includes TB testing. **Americans with Disabilities Act (ADA):** Please contact the Personnel Department on or before the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). **Immigration Reform & Control Act:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. **Drug-Free Workplace Policy:** In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS:

1. Please tell us why you are interested in this position.
2. What techniques would you employ to tactfully and courteously deal with program participants and their parents?
3. Do you have specific experience working with or providing programs for toddlers, youth and/or teens? If so, please provide details of your experience.
4. Do you speak any languages other than English? If so, what language and to what ability? Read, write, and speak?

